

**SHILLONG MEDICAL COLLEGE
MANAGEMENT SOCIETY**

Health & Family Welfare Department
Government of Meghalaya

**REQUEST FOR PROPOSAL
FOR
SELECTION OF ARCHITECTURAL
CONSULTANT FOR PREPARATION OF A
DETAILED PROJECT REPORT FOR
DEVELOPMENT OF NEW BUILDING
INFRASTRUCTURE
FOR SHILLONG MEDICAL COLLEGE**

RFP NO: SMCMS-07/2026/001 dated 24th April 2026

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DISCLAIMER

The information contained in this **Request for Proposal** (hereafter referred as the “**RFP**”) or subsequently provided to ‘Bidder’(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to ‘Bidder’(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective ‘Bidder’(s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting Applications pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Projects. Such assumptions, assessments and statements do not purport to contain all the information that each ‘Bidder’ may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the RFP may not be complete, accurate, adequate or correct. Each ‘Bidder’ should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the “‘Bidder’(s)is on a wide range of matters, some of which may depend upon interpretation of law”. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any ‘Bidder’ under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Application Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any ‘Bidder’ upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a ‘Bidder’s, for the proposed Project and the Authority reserves the right to reject all or any of the ‘Bidder’ or Applications without assigning any reason whatsoever.

The ‘Bidder’ shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the ‘Bidder’ and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a ‘Bidder’ in preparation or submission of the Application, regardless of the conduct or outcome of the Application Process.

DEFINITIONS & INTERPRETATIONS

1. **Addendum or Addenda** means document issued in continuation or as modification or as clarification to certain points in the RFP Documents. The bidders would need to consider the main document as well as any addenda issues subsequently for responding with a bid.
2. **Authority** means the Shillong Medical College Management Society to whom the services are required to be delivered as specified in the Contract for the hospital attached to the Institute.
3. **Bid** refers to the technical and the financial bids submitted by an eligible bidder pursuant to the release of this RFP Document as per the provisions laid down in this RFP Document and all subsequent submissions made by the Bidder as requested by the Shillong Medical College Management Society for the purposes of evaluating the Bid.
4. **Bid Validity Period** shall mean the period of 120 days from the Bid Due Date (excluding the Bid Due Date) for which each bid shall remain valid.
5. **Bidder** means Bidder/ the Individual or Firm submitting Bids / Quotation/ RFP
6. **Days** mean and shall be interpreted as calendar days unless otherwise specified.
7. **Successful Bidder** shall mean the Bidder whose bid is found responsive, who qualifies in the technical evaluation, and who secures the highest composite bid score under the QCBS method in accordance with this RFP.
8. **Selected Bidder** shall mean the Successful Bidder to whom the Letter of Award is issued by the Shillong Medical College Management Society and who executes the Contract/Agreement in accordance with this RFP.
9. **Consultant** shall mean the Selected Bidder appointed under this RFP for preparation of the Detailed Project Report (DPR) and for performing the services specified in the Contract.
10. **RFP document** refers to the complete document including all the annexures, addenda, corrigenda and clarifications providing information for this RFP.
11. **Contract** means the written agreement entered into between the Consultant and the Authority, together with all documents incorporated therein, including the RFP, addenda/corrigenda, Letter of Award, accepted bid, annexures and attachments.
12. **Performance Security** means the security/deposit to be furnished or retained from the Consultant in accordance with the Letter of Award/Contract to secure due performance of its obligations under the Contract.
13. **Bid Security (BS)** means Earnest Money Deposit (EMD) / monetary or financial guarantee to be furnished by a bidder along with its RFP.
14. **Security Deposit** means a portion of the total payable consultancy fee shall be retained by the Authority which shall be released upon satisfactory completion of all services, in accordance with the terms of the contract.
15. **Project:** Proposed project which is part of this RFP document for which bids are requested.

**SECTION 1:
NOTICE INVITING
REQUEST FOR PROPOSAL
(RFP) & BID DETAILS**

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR
SELECTION OF ARCHITECTURAL CONSULTANT FOR
PREPARATION OF A DETAILED PROJECT REPORT (DPR) FOR
DEVELOPMENT OF NEW BUILDING INFRASTRUCTURE FOR
SHILLONG MEDICAL COLLEGE (SMC)**

- 1.1 The Shillong Medical College Management Society on behalf of the Health & Family Welfare Department, Government of Meghalaya, invites bids under this Request for Proposal (RFP) for selection of an Architectural Consultant for preparation of a Detailed Project Report (DPR) for development of new building infrastructure for Shillong Medical College (SMC).
- 1.2 For the purpose of said works, Shillong Medical College Management Society shall be referred to as 'Authority'.
- 1.3 In the bidding process, the bidder should submit their "Technical & Financial Bids" in two separate sealed envelopes superscripting "Technical Bid" & "Financial Bid" with name of bidder, NIT reference No., on or before Last date of Bid Submission as mentioned on the Bid Information Sheet.
- 1.4 The Shillong Medical College Management Society reserves the Right to increase/reduce the scope of work as per requirement of the project, but restricted to LoA amount.
- 1.5 The RFP document containing the details of qualification criteria, submission requirements, brief objective & scope of work and evaluation criteria, etc. can be downloaded from the meghealth.gov.in.
- 1.6 Further details/clarifications, if any, may be obtained from the **O/o Shillong Medical College Management Society, Pasteur Hills, Lawmali, Shillong – 793001, Meghalaya** during working hours.
- 1.7 Last date of submission of the RFP is **8th May 2026**, up to **1500** hours.

Note. 'Shillong Medical College Management Society' or any of its designates, reserves the right to cancel this request for RFP and/ or to invite RFP afresh with or without amendments, without liability or any obligation for such request for RFP and without assigning any reasons therefor. 'Shillong Medical College Management Society' reserves the right to amend /add further details in the RFP.



SHILLONG MEDICAL COLLEGE

Government of Meghalaya

Pasteur Hills, Lawmali Road, Shillong, Meghalaya – 793001

email: shgmedicalcollege@gmail.com

website: shillongmedicalcollege.co.in

No.: Dated: SMCMS-07/2026/001

Shillong the 24th April 2026

RFP INFORMATION SHEET

The Bid Information Sheet is provided below:

Particulars	Description
Document Description	Request for Proposal (RFP) for selection of architectural consultant for preparation of a detailed project report (DPR) for development of new building infrastructure for Shillong Medical College (SMC).
RFP No and Publication Date	SMCMS-07/2026/001 dated Shillong the 24 th April 2026
Address for submission of Techno-Commercial Bid	Shillong Medical College Management Society, Pasteur Hills, Lawmali, District – East Khasi Hills, Shillong – 793001(Meghalaya)
RFP Processing Fee (Non-refundable applicable for the Bidder)	Rs. 10,000.00 (Rupees Ten Thousand Only) +GST Name of A/C Holder: Shillong Medical College Management Society Account No: 0158104000077969, IFSC Code: IBKL0000158 Name of Bank: IDBI Bank
Earnest Money Deposit (EMD)	Rs. 3,00,000.00 (Rupees Three Lakh Only). The original proof of payment / deposit instrument towards EMD shall be submitted with Part-A: Technical Proposal.
Pre Bid Query Meeting	29 th April 2026, at 1500 Hrs (@ https:// meet.google.com/rqc-vvnk-afe)
Last Date for Submission	8 th May 2026, up to 1500 Hrs
Opening of Technical Bid	To be notified on the H&FWD Website
Conceptual Presentation & Opening of Financial Bid	To be notified on the H&FWD Website
Validity of Bid	120 days from the date of opening of Technical Bid of tender.
Design Responsibility / Rectification	As per Clause XIV of the RFP.

Important note:

1. Prospective Bidders are requested to remain updated for any or all notices, amendments, corrigendum, clarifications etc. No separate notifications shall be issued for such notices, amendments, corrigendum, clarifications etc. in the print media or individually to the prospective Bidders and in no case the undersigned shall be held responsible for any loss of information to the Bidders.
2. Intimation regarding notification on the above shall be updated and the details shall be only available in the Meghalaya www.meghealth.gov.in.

Member Secretary

Shillong Medical College Management Society,
Health & Family Welfare Department.

SECTION-2: SCOPE OF WORK

2.1 Introduction

Shillong Medical College stands on the historic foundations of the Pasteur Institute, Shillong, one of the oldest public health and research institutions in Northeast India. The idea for such an institute was first proposed in 1906 by the Assam Branch of the Indian Tea Association, which sought a regional center for anti-rabies treatment. Following deliberations by a committee in 1909, Shillong was selected as the site in 1912. The Eastern Bengal & Assam King Edward VII Memorial Fund financed the project, and the foundation stone was laid by Sir Archdale Earle, Chief Commissioner of Assam, on 4th November 1915. Construction was completed in 1916, and the Institute became functional on 5 January 1917, treating its first patient on 16th January 1917.

Erected by public subscription in memory of the late monarch, it was originally known as the King Edward VII Memorial Pasteur Institute and Medical Research Institute, with Col. R. Knowles as its first Director. Initially managed by the Assam Medical Research Society, and later by the Government of Assam, the institute came under the Government of Meghalaya in 1972 after statehood.

In its early decades, the Institute became a center for anti-rabies immunization, vaccine production, bacteriological research, and diagnostic services. It produced Neural Anti-Rabies Vaccine (1917–2005) and Cholera, Typhoid & Paratyphoid vaccines (1922–1996), supplying the entire Northeast as well as neighboring West Bengal and Bhutan, and serving critical sectors such as the Railways, tea plantations, oil industry, and the armed forces. Even after vaccine production ceased under Government of India directives, the institute continued to provide anti-rabies treatment through tissue-culture vaccines. Alongside, it served as a regional diagnostic laboratory, a training center for laboratory technicians, and a hub for blood banking and HIV/AIDS screening programmes.

Recognizing its legacy and potential for furthering medical education in Meghalaya, the Government decided to upgrade the Pasteur Institute into Shillong Medical College-the first Government Medical College of the State. This strategic transformation reflects both the State's vision to strengthen medical education and the urgent need to enhance the healthcare workforce in the Northeast. A significant milestone was achieved when the National Medical Commission (NMC) granted the Letter of Permission on 2nd September 2025 for the MBBS programme, with the first batch of 50 MBBS students started from 9th October 2025.

For the purposes of this RFP, the proposed development is envisaged within the Shillong Medical College/Pasteur Institute campus. The site measuring 42.156 acres is located at the Pasteur Institute premises, Shillong, which accommodates the academic and administrative buildings, student and staff hostels, residential quarters, Ganesh Das MCH Government Hospital, and the Meghalaya Institute of Mental Health and Neurological Sciences (MIMHANS). The proposed Academic, Administrative and Teaching Block shall be planned to meet the present and future requirements of a Medical College with 100 MBBS intake and 50 PG intake, in conformity with applicable NMC norms and other statutory requirements.

- i. **Part I:** The Authority proposes development of a new Academic, Administrative and Teaching Block. Accordingly, comprehensive architectural planning, drawings, and preliminary engineering designs are to be developed for the proposed facilities, ensuring functionality, compliance with NMC norms, and

alignment with the long-term master plan of the Shillong Medical College campus.

- ii. **Part II:** The Authority further proposes development of a new 300-bedded Multi-Speciality Hospital Block and associated support facilities, in functional integration with the existing institutional and hospital infrastructure. The number of Beds strength may go increase depending on actual assessment.

In this regard, the Shillong Medical College Management Society invites Request for Proposal (RFP) from reputed and experienced Architectural Consultancy Firms for preparation of a Detailed Project Report (DPR) for the above two components of the project. The DPR shall include the architectural concept, preliminary engineering inputs, cost estimation, implementation framework, and all related documentation required to facilitate administrative and financial approval of the project.

2.2 SCOPE OF WORK

The scope of work of the selected Architectural Consultant shall include, but not be limited to, the following:

I. Site Assessment and Data Collection

- i. Conduct site visits, surveys, and assessment of the identified project locations of the Shillong Medical College/Pasteur Institute campus, including adjoining hospital and institutional areas relevant to the proposed development.
- ii. Review existing utilities, services, access roads, statutory constraints, topography, drainage, and integration potential with the existing campus/hospital infrastructure.

II. Conceptual Planning and Design

- i. Prepare an integrated conceptual master plan and preliminary layouts for both components of the project.
- ii. Prepare schematic architectural drawings and functional space distribution plans aligned with NMC norms, healthcare planning standards, the planning requirements of a Medical College with 100 MBBS intake and 50 PG intake, intended bed capacity, teaching requirements, and departmental requirements for both project components.

III. Preliminary Engineering Inputs

- i. Provide preliminary structural, electrical, plumbing, HVAC, and fire safety concepts sufficient for DPR purposes.
- ii. Recommend sustainable and energy-efficient design features.

IV. Project Cost Estimation

- i. Prepare detailed cost estimates based on the applicable Meghalaya Schedule of Rates (SoR), including civil, electrical, mechanical, public health engineering, HVAC, fire-fighting, lifts, and external development/service components.
- ii. Provide phased costing if applicable.

a. Detailed Project Report Preparation

Compile all technical, financial, and design details into a **comprehensive DPR** covering, but not

limited to:

- i. Executive Summary
- ii. Project Rationale and Objectives
- iii. Site Analysis
- iv. Concept Design and Drawings
- v. Technical and Financial Details
- vi. Implementation Schedule and Phasing
- vii. Environmental and Safety Considerations

b. Facilitation for Project Approval

- i. Provide all required documentation, data sheets, and supporting material necessary for obtaining administrative and financial sanction from competent authorities.
- ii. Make presentations to concerned committees/official representatives of the Authority as required.

V. Payment of Remuneration

a) Consultancy Fee: The Consultant shall be paid a professional fee as indicated in **Format IV**.

b) Inclusiveness: The quoted fee shall be inclusive of all payments to associates and sub-consultants. No additional amount shall be payable by the Authority for these services.

c) Mode of Payment

Stage	Description	Percentage of Total Fee
i	On submission and approval of the conceptual master plan and preliminary architectural drawings	15%
ii	On submission of schematic designs and preliminary engineering inputs (structural, MEP, HVAC, etc.)	25%
iii	On submission of the draft Detailed Project Report (DPR) including cost estimates, drawings, and project justification	30%
iv	On submission and acceptance of the final DPR , incorporating comments from the Authority and ready for administrative/financial approval	30%

VI. Exclusions from Cost: The following costs shall not be considered for fee calculation:

- Statutory fees, service connection deposits, and charges payable to authorities.
- Cost escalation due to market fluctuations after award of work.
- Deviations or items executed without prior approval.

VII. Security Deposit

The Consultant shall furnish / be subject to retention of a Security Deposit at the rate specified in the Letter of Award, which shall not be less than 3% and shall not exceed 5% of the total consultancy fee. The Security Deposit shall be released after satisfactory completion of all services and acceptance of the final DPR by the Authority.

VIII. Additions and Alterations: The Authority reserves the right to request in writing for modifications, additions, or deletions to the design.

- Substantial changes involving extra work shall be compensated on mutually agreed terms, unless caused by Consultant's errors or omissions.
- Minor modifications not affecting the overall design shall not attract additional payment.
- The Consultant shall endeavor to keep the estimated project cost within 5% of the approved cost estimate/administrative ceiling; if the estimate exceeds such limit due to design inefficiency attributable to the Consultant, suitable modifications shall be made without extra cost to the Authority.

IX. Time Schedule

Activity	Duration
a) Site assessment, data collection, and preparation of conceptual / preliminary architectural drawings	15 days
b) Submission of schematic designs and preliminary engineering inputs (structural, MEP, HVAC, fire-fighting, etc.)	15 days
c) Preparation and submission of the Draft Detailed Project Report (DPR) including drawings, cost estimates, and project justification	25 days
d) Submission of the Final DPR, incorporating comments / revisions suggested by the Authority	6 days
Total Duration for DPR Preparation	Up to 2 months from the date of Letter of award

The timelines indicated below are to be adhered to strictly; delays may attract compensation as per Clause X. However, the Authority may review intermediate milestones were warranted in public interest.

X. Delay and Compensation

Time shall be of the essence. Delay in completion beyond the approved schedule shall attract compensation up to **1% of the total consultancy fee per week**, subject to a maximum of **10%**, or as may be decided by the Authority.

XI. Termination

1. Termination by the Authority

The Authority may, at its sole discretion, terminate the contract, in whole or in part, by giving **one (1) month's prior written notice** to the Consultant, without assigning any reason and without prejudice to any other rights or remedies available to the Authority under the contract or applicable law.

2. Termination for Default

Notwithstanding the above, the Authority may terminate the contract forthwith by issuing a written notice, if the Consultant:

- a. commits any breach of the terms and conditions of the contract; or
- b. fails to perform the services or any part thereof in accordance with the scope of work; or
- c. fails to achieve the prescribed milestones or adhere to the agreed timelines; or
- d. furnishes any false, misleading, or incorrect information or documents at any stage; or
- e. becomes insolvent, bankrupt, or is placed under liquidation, or ceases to carry on business.

3. Consequences of Termination

Upon termination of the contract for any reason whatsoever:

- a. the Consultant shall be entitled only to payment for services **satisfactorily performed and accepted** up to the effective date of termination;
- b. any **excess payment made shall be refunded** to the Authority forthwith;
- c. the **Security Deposit shall be liable to forfeiture**, either wholly or partly, as determined by the Authority; and
- d. all **drawings, designs, reports, documents, data, and other materials** prepared by the Consultant in connection with the contract shall vest with the Authority, and the Authority shall have the **absolute and irrevocable right** to use, modify, reproduce, or disseminate the same, without any further claim or compensation.

4. Termination by the Consultant

The Consultant may terminate the contract by giving **three (3) month's prior written notice** to the Authority, subject to:

- a. satisfactory completion and handover of all deliverables due up to the date of termination; and
- b. recovery by the Authority of **compensation up to the value of the Security Deposit**, in addition to any other recoverable dues.

5. Survival of Rights and Obligations

Termination of the contract shall not affect the **accrued rights and obligations** of either party, and provisions relating to **confidentiality, dispute resolution, intellectual property, indemnity, and liability** shall survive such termination.

XII. Arbitration

Any dispute arising out of or in connection with this Contract shall, as far as possible, be resolved amicably. Failing such resolution, the dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The sole arbitrator shall be appointed by mutual consent of the parties; failing agreement, the appointment shall be made in accordance with the said Act.

The venue of arbitration shall be O/o Commissioner Secretary Health & Family Welfare Department Room no. 315 Additional Secretariat, **Shillong**.

XIII. Drawings, Copies, and Copyright

- All drawings, estimates, designs, and reports shall be the property of the Authority.
- Upon completion of the assignment, the Consultant shall submit at least three (3) hard sets and one (1) editable digital copy of the final DPR, drawings, estimates, and supporting documents.
- The Authority reserves the right to reuse the designs elsewhere, subject to mutually agreed royalty, if applicable. The Consultant shall not share or use the drawings for any other project without written permission.

XIV. Design Responsibility and Rectification

The Consultant shall remain responsible for the professional soundness of the DPR, drawings, estimates, and preliminary engineering inputs submitted under this assignment. If any defect, deficiency, inconsistency, or material error attributable to the Consultant's professional negligence is noticed by the Authority at any time prior to administrative/financial approval of the project, or within one (1) year from acceptance of the final DPR, the Consultant shall, upon notice from the Authority, rectify/revise the same at its own cost within a reasonable time.

Failure to do so shall entitle the Authority to recover the reasonable cost of such rectification from the Consultant's dues / Security Deposit, without prejudice to any other rights available under the Contract.

XV. Determination or Rescission of Agreement

The Authority, without prejudice to any other rights or claims against the Consultant for delay, breach, or otherwise, may terminate or rescind the contract by giving written notice under any of the following circumstances:

- i. If the Consultant, being a company, passes a resolution for winding up, or if a court orders the company to be wound up; or if a receiver, manager, or other administrator is appointed by a court or creditor; or if circumstances arise that entitle a court or creditor to appoint a receiver, manager, or liquidator.
- ii. If the Consultant commits any material breach of the terms and conditions of this agreement.
- iii. Upon occurrence of any of the above, the Authority shall have the right to:
 - a) Determine or rescind the agreement;
 - b) Engage another Consultant or Consultants to carry out the remaining work and recover any excess expenditure incurred from the original Consultant.

**SECTION-3:
INSTRUCTIONS TO
BIDDER**

3.1 General terms of Application

- 3.1.1** Applicants must fully acquaint themselves about the scope of the Project and local conditions, planning procedures/ local approvals as per relevant master plans (if any), NBC, NMC (and/or other applicable regulating agencies) guidelines etc. before submitting the ‘Request for Proposal’ (RFP). They may visit the site with prior appointment and consultation with the Shillong Medical College Management Society, Shillong.
- 3.1.2** Even though an applicant may satisfy the qualification criteria / eligibility requirements, he/ she / they would be liable for disqualification, if any misleading or false representation or deliberately suppressed information related to technical eligibility is noted during assessment including record of poor performance such as abandoning work, not properly completing the projects or fulfilling the contract agreements or financial failures / weaknesses etc.
- 3.1.3** The Authority may appoint a separate consultant/agency for Project Management Consultancy / Third Party Supervision during subsequent stages of the project. The selected Architectural Consultant shall, without assuming any construction-stage supervisory responsibility beyond the scope of this RFP, provide such clarifications and limited coordination on the DPR/design documents as may reasonably be required by the Authority for appraisal, sanction, and approval of the project.
- 3.1.4** No modification/withdrawal in offer shall be allowed once it is submitted.
- 3.1.5** Applicants are required to submit the RFP accepting as per **Format-I** that, if they withdraw or modify their offers or if they are awarded the contract and they fail to sign the contract or to submit a performance security deposit before the deadline, they will be suspended for the period of two years from being eligible to submit offers for contracts with Shillong Medical College Management Society.
- 3.1.6** The length of experience shall be counted as on the date of issue of the RFP.
- 3.1.7** The Authority has adopted a two-envelope offline Application Process for selection of the Bidder. Every Bidder shall submit, in accordance with the terms of this RFP, the relevant qualification details in the Technical Proposal and the quoted fee in the Financial Bid.
- 3.1.8** Any queries or request for additional information concerning this RFP may be submitted by e-mail to shgmedicalcollege@gmail.com. The e-mail shall clearly bear the following identification/title:
“Queries/Request for Additional Information: Request for Proposal (RFP) for “Selection of Architectural Consultant for Preparation of a Detailed Project Report (DPR) for Development of New Building Infrastructure for Shillong Medical College (SMC).”
- 3.1.9** The RFP can be **downloaded** from the web portal: <https://meghealth.gov.in>. Any modifications **addendum** to RFP, or the responses to queries shall be updated on these websites, and the ‘Bidder’ are requested to check the website regularly for updates. The Authority shall not undertake any responsibility, if any, ‘Bidder’ fails to regularly check the website for addendums.
- 3.1.10** Both covers to be enclosed in a single outer envelope superscribed “Request for Proposal (RFP) for Selection of Architectural Consultant for Preparation of a Detailed Project Report

(DPR) for Development of New Building Infrastructure for Shillong Medical College (SMC)".

3.1.11 Late / incomplete / conditional bids will be rejected.

3.1.12 The Application shall be submitted in the HARD COPY ONLY at the following address: **"Shillong Medical College Management Society, Pasteur Hills, Lawmali, Shillong, Meghalaya– 793001"**

3.1.13 SUBMISSION OF OFFER

- a. The RFP must be submitted in a sealed cover only.
- b. All the pages of the RFP and other documents including photocopies must be signed by authorized representative on the body of the documents with date and seal. Overwriting shall be strictly avoided. Cuttings must be duly authenticated.
- c. The original documents must also be produced for verification when called for by the Authority after opening of the technical offer, failing which the offer will not be accepted.
- d. Applicant will clearly mention the Name of Work & Notice no. over the sealed covers before the submission of offer. All applicants will strictly follow the instructions given above. Application which does not fulfill the above-mentioned points may be liable for rejection without making any further communication.
- e. Any sort of canvassing will also make the application liable for rejection.
- f. The sealed offers will be opened by Authority, at date & time fixed, in presence of the Bid Evaluation Committee & intending applicants or their authorized representatives, who may choose to be present at that time.
- g. The RFP inviting authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.
- h. The offer will have to be submitted exactly on the Proforma annexed as **Format-I to IV**. Any other format will not be accepted. However, the applicant may submit other documents in support of his technical eligibility.
- i. No change in constitution of a Firm will be allowed without express approval of the RFP accepting authority till completion of the assigned job.
- j. Firm shall provide list of professional intended to be deputed for this project with qualifications, experience along with their consent.
- k. The applications should be submitted ONLY in HARD BOUND (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially

numbered either at the top or at the bottom right hand corner of each page e.g. by writing page 1 of 10 on page 1, if total pages are 10. It should also have an index giving page-wise information of above documents. Incomplete application or those received without hard bound, may be rejected.

1. The consultants are required to submit the proposal in two parts in two separate envelopes/ packets which shall be captioned as following:
 - i. Part A: Technical Proposal; and
 - ii. Part B: Financial Bid (as per **Format IV**).
 - iii. The applicants are required to put these two envelopes/ packets in one single outer envelope/ packet before submitting their offer.

3.1.14 Eligibility Criteria

The Applicant should be an Architectural Firm in which all partners should be registered with Council of Architects. Applicant should fulfill all the eligibility requirements as described in following paragraphs.

- a. The Bidder shall be duly incorporated or registered in India under applicable law, which may include:
 - (i) a company incorporated under the provisions of the Companies Act, 2013 or Companies Act, 1956, including any amendments thereto; or
 - (ii) a partnership firm registered under the Indian Partnership Act, 1932; or
 - (iii) a Limited Liability Partnership (LLP) registered under the LLP Act, 2008; or
 - (iv) a Proprietorship Firm registered under the relevant Shop and Establishment Act; or
 - (v) a Joint Venture (JV), which shall be a company incorporated under the Companies Act, with its shareholders comprising any combination of companies, LLPs, partnership firms, or proprietorships (individuals). The shareholder holding the maximum equity stake shall be designated as the Lead Member; in the event of equal shareholding, the JV members shall mutually nominate one member as the Lead Member. The firm should be in the business form last 3 financial years

The Bidder shall submit a copy of the certificate of incorporation/registration in case of a company/LLP/JV, and the partnership deed/agreement in case of a partnership or LLP, along with copies of registration certificate (for proprietorship), PAN, GST registration, audited financial statements for the last three (3) financial years, and Income Tax Returns. All bid documents shall be duly signed by the authorized signatory, as evidenced by a valid Power of Attorney in case of a company, LLP, partnership firm, or JV, and by the proprietor in case of a proprietorship firm.

- b. The applicant Architect /Architectural Firm should be registered with the Council of Architecture for at least 10 (Ten) years and such registration / membership should be valid as on the date of issue of this RFP.
- c. The applicant Architect / Architectural Firm should have experience of providing comprehensive architectural consultancy services for at least one similar Medical College including Teaching Hospital in the last seven years in North Eastern States. For the purpose of this RFP, Similar Project shall mean a Medical College campus including Teaching Hospital and ancillary buildings, planned/designed with structural, electrical, plumbing, HVAC, fire-fighting, lifts, and internal/external services, leading to successful completion/commissioning. The project may be undertaken for Central Government, State Government or Government Undertakings.
- d. The applicant Architect / Architectural Firm should have successfully completed at least one Medical College / Teaching Hospital project of project cost not less than Rs. 300.00 crore (excluding land cost) within the last seven years in Northeast India. The project should have been completed / commissioned and in use. Documentary evidence in the form of Work Order and Completion / Commissioning Certificate issued by the client shall be enclosed.
- e. The applicant Architect / Architectural Firm should have a valid PAN Card in its name and

should have filed income tax returns for the last 3 (Three) consecutive financial years. Copies of the returns shall be enclosed with the proposal.

- f. The applicant Architect / Architectural Firm should be registered with the Goods & Services Tax (GST) Department.
- g. Certificate of Incorporation / constitution documents and valid registration with the Council of Architecture shall be enclosed with the proposal.
- h. In case of a partnership firm, the proposal should be signed by all partners or by the duly authorised partner. The applicant shall submit the registered partnership deed and a Power of Attorney / authorisation in favour of the authorised signatory.
- i. After selection as consultant, the firm shall deploy sufficient experts and technical staff to meet the required schedule and scope of the project. Time shall be the essence of the contract.
- j. The Firm shall have an office in North Eastern India.
- k. The Firm shall have experience in the architectural planning, design and drawing of at least one Medical College in North-Eastern India, along with associated teaching hospital / institutional healthcare facilities, as per the applicable Schedule of Rates (SoR) of the concerned State in the North Eastern Region. Documentary evidence in the form of work order and completion / commissioning certificate from the client shall be enclosed. The same project may be considered for compliance with both requirements, provided it satisfies both conditions.

Only those Applicants who meet all the above eligibility criteria shall be considered for technical evaluation. Applications not meeting the eligibility criteria shall be rejected and their Financial Bids shall not be opened.

3.1.15 INSTRUCTIONS FOR PART A: TECHNICAL PROPOSAL (ENVELOPE-1):

The Applicant must note that no unsolicited conceptual design drawings shall be submitted in Part-A unless specifically called for by the Authority during the evaluation/presentation stage:

- a. Proof of payment / deposit of the RFP processing fee and the Earnest Money Deposit (EMD), as prescribed in the Bid Information Sheet, shall be enclosed in Part-A: Technical Proposal.
- b. Submission as per RFP Format-I.
- c. Details of the Applicant as per Format-II including the list of core multidisciplinary professionals proposed for this assignment, namely Lead Architects, Structural Engineer, Electrical Engineer, Public Health Engineering / Plumbing Expert, MEP / HVAC / Fire & Life Safety Expert, and Healthcare Planning / Management Expert, along with their qualifications, experience, and letters of association / consent.
- d. Declaration regarding eligibility in Format-III. Photocopies of documents evidencing experience of the applicant in similar assignments fulfilling the eligibility criteria, along with attested completion / commissioning certificates clearly outlining the services provided by the firm, year of completion / commissioning, project cost, copy of work orders, and payment / engagement certificates.

- e. Copy of partnership deed (as registered with registration authorities) in case of a partnership firm. The Applicant should note that all the partners shall be jointly and severally liable towards services provided by them.
- f. Photo copies of valid PAN, GSTN registration, proof of registration with Council of Architecture (C.O.A.), Certificate of Incorporation.
- g. In case of partnership firm, the PAN/GSTN should be in the name of Firm.
- h. Photocopies of income tax returns for the last three completed financial years preceding the Bid Due Date, i.e., FY 2022-23, FY 2023-24 and FY 2024-25.
- i. Audited balance sheets / annual accounts for the last three completed financial years preceding the Bid Due Date, i.e., FY 2022-23, FY 2023-24 and FY 2024-25, along with the auditor's certificate.
- j. Notarized power of attorney of signatory in case of partnership firms.
- k. The bidder shall make a presentation before the Authority, if called upon after technical scrutiny / shortlisting, and shall furnish presentation material only at that stage.

3.1.15.1 Requirement of Healthcare Planning / Management Expert (for Healthcare Design & Management Component)

The Applicant Architect / Consultancy Firm shall mandatorily include in its core project team a Healthcare Planning / Management Expert who shall be responsible for integrating the functional, clinical, operational, and capacity-planning aspects of medical college and hospital planning into the architectural design.

- a) **Educational Qualification:** The expert shall possess qualifications relevant to medicine, hospital administration, healthcare planning, healthcare management, or hospital management from a recognised institution. Candidates having MBBS with postgraduate qualification in Hospital Management / Hospital Administration / Healthcare Management shall be preferred.
- b) **Regional Familiarity:** The expert shall have demonstrable familiarity with the healthcare ecosystem of one or more North Eastern States, including public health infrastructure, healthcare delivery systems, local challenges, and policy frameworks, and shall be actively updated on recent developments in the North Eastern healthcare sector.
- c) **Experience in Capacity Building:** The expert must have demonstrable experience in capacity building and training of healthcare professionals, particularly within Government or Public Health institutions in one or more of the North Eastern States. Experience of association with an Institute of National Importance (INI) or similar apex academic or healthcare institution shall be an added advantage.
- d) **Corporate Hospital Exposure:** Prior experience of working with multi-speciality hospital groups or large institutional healthcare systems in operational, quality, planning, or administrative roles shall be considered beneficial. Familiarity with hospital accreditation frameworks such as NABH / NQAS shall be desirable.
- e) **Strategic Project Leadership:** The expert should have experience in strategic or leadership roles in major healthcare infrastructure, reform, planning, or institutional development

projects. Prior association with national or international consulting firms, reputed healthcare groups, or development agencies (UN, World Bank, etc.) will carry additional weightage.

- f) The Curriculum Vitae (CV) of the nominated Healthcare Planning / Management Expert shall be enclosed with the Technical Proposal, along with copies of qualification certificates and project credentials duly attested by the authorised signatory of the firm.

3.1.16 EVALUATION CRITERIA

The bidders who are found responsive to the eligibility criteria and technical proposal requirements shall be evaluated under the Quality-cum-Cost Based Selection (QCBS) method, wherein 70% weightage shall be assigned to Technical / Quality parameters and 30% weightage to the quoted price, as detailed below:

Table 1: EVALUATION CRITERIA (PART-A)

S/No	Criteria	Evaluation Process	Marks	Max Marks	Obligatory Marks
1.1	Experience of Architectural Planning, Design and Drawing of at least one medical college in North Eastern India planned for not less than 100 MBBS intake with associated teaching hospital completed/ commissioned during last 7 years	1 similar project	5	10	5
1.2	Experience of Architectural Planning, Design and Drawing of at least one medical college in North Eastern India planned for not less than 100 MBBS intake with associated teaching hospital completed/commissioned during last 7 years	2 or more similar projects	10	10	5
1.3	Experience of similar medical college and teaching hospital consultancy projects of project cost not less than Rs. 300 crore during last 7 years	1 similar project	5	10	5
1.4	Experience of similar medical college and teaching hospital consultancy projects of project cost not less than Rs. 300 crore during last 7 years	2 or more similar projects	10	10	5
2a	Lead Architect 1 & Lead Architect 2 (Qualification: B.Arch.)	Experience 15–20 years	5	10	-
2b	Lead Architect 1 & Lead	Experience	10	10	-

S/No	Criteria	Evaluation Process	Marks	Max Marks	Obligatory Marks
	Architect 2 (Qualification: B.Arch.)	above 20 years			
2c	Healthcare Planning / Management Expert - 1	Experience 10 years	5	10	-
2d	Structural Engineer -1	Experience 15 years	10	10	-
2e	MEP / HVAC / Fire & Life Safety Expert -1	Experience 15 years	10	10	-
3	Average Annual turnover of last three financial years from consultancy services	Above 30 Cr	5	10	5
4	Presentation by the shortlisted bidders before the representatives of the authority	A total of 30 marks shall be assigned for presentation; the bidder must secure a minimum of 18 marks in the presentation to qualify for opening of the Financial Bid	30	30	18

For presentation under Sl. No. 4 above, marks shall ordinarily be awarded on the basis of:

- (i) understanding of the project brief and planning basis, including 100 MBBS;
- (ii) methodology and work plan;
- (iii) deployment and quality of the multidisciplinary team;
- (iv) understanding of NMC / NBC and healthcare planning requirements; and
- (v) approach to phasing, campus integration, and cost realism.

i. Technical Score of the bidders will be evaluated using the following formula.

[Technical Score = (T x 70)/ T (high)]

- T stands for actual marks secured by the bidder
- T (high) stands for highest marks secured by any bidder in technical score
- Technical score shall be calculated up to two decimal places.

ii. Evaluation of Financial Bid: Financial score of the bidders will be evaluated using the following formula.

Financial Score = [(L1 x 30)/ (L)]

- L1 stands for the lowest rate quoted by any bidder
- L stands for rate quoted by the bidder
- Financial Score shall be calculated up to two decimal places.

iii. Combined Evaluation of Technical & Financial Bids: The technical and financial scores of each

bidder will be added to compute a composite bid score.

[Composite bid score = Technical Score + Financial Score]

The bidder securing the highest composite bid score will be selected for awarding the consultancy work. In the event of two or more bids having the same highest composite bid score, the bid scoring the highest marks against 'Technical' criteria will be recommended for awarding the consultancy services. In the event of two or more bids having the same highest marks against 'Technical' criteria, then the bidder having higher score in the presentation will be recommended for awarding the consultancy services.

3.1.17 INSTRUCTIONS FOR PART-B (ENVELOPE-2):

Part-B of the application shall contain Financial/Price bid as per **Format IV**.

3.2 COST OF APPLICATION

The 'Bidder's shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Application Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Application Process.

3.3 RIGHT TO ACCEPT AND TO REJECT ANY OR ALL APPLICATIONS

3.3.1 The Authority reserves the right to verify all statements, information and documents submitted by the 'Bidder' in response to the RFP or the Application Documents and the 'Bidder' shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by the Authority shall not relieve the 'Bidder' of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

3.3.2 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Application and to annul the Application Process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the Applications, it may, in its discretion, invite all eligible 'Bidder's to submit fresh Applications hereunder.

3.3.3 The Authority reserves the right to reject any Application, at any time, a material misrepresentation is made or uncovered or the 'Bidder' does not provide, within the time specified by the Authority, supplemental information sought by the Authority for evaluation of the Application. Such mis representation/improper response shall lead to the disqualification of the 'Bidder'. If such disqualification / rejection occurs after the Application have been evaluated and selected gets disqualified / rejected, then the Authority reserves the right to:

3.3.3.1 To choose the 'Bidder' in accordance with terms of the RFP; or

3.3.3.2 Take any such measures as may be deemed fit in the sole discretion of

the Authority, including annulment of the Application Process.

3.4 CLARIFICATIONS

3.4.1 ‘Bidder’s requiring any clarification on the Application Documents including the RFP may notify the Authority by e-mail at shgmedicalcollege@gmail.com. The Authority shall endeavor to respond to the queries within reasonable time. The responses without identifying the source of queries will be uploaded on the websites of the Authority.

3.4.2 The Queries should be submitted in the format specified below to be considered for response and they should be submitted in MS-Excel format. Queries not submitted in the prescribed format shall not be responded to:

S. No.	Page No.	Part of RFP	Clause No.	Text provided In RFP	Clarification/ Information sought with justification, If any

3.4.3 The Authority shall endeavor to respond to the questions raised or clarifications sought by the ‘Bidder’s. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

3.4.4 The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all ‘Bidder’s. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Application Documents. Verbal clarifications and information given by Authority or its employees or representatives if any, shall not in any way or manner be binding on the Authority.

3.4.5 To facilitate evaluation of the Applications, the Authority may, at its sole discretion, seek clarifications from any ‘Bidder’ regarding its application. Such clarification(s) may without prejudice include clarifications with respect to minor deviations found in the Application and shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

3.4.6 If an ‘Bidder’ does not provide clarifications sought within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Authority may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the ‘Bidder’

shall be barred from subsequently questioning such interpretation of the Authority.

3.5 AMENDMENT TO THE RFP

- 3.5.1** At any time prior to the deadline for submission of Applications, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an 'Bidder', modify the RFP by the issuance of an addendum ("Addendum").
- 3.5.2** Any Addendum issued hereunder shall be posted/ uploaded on the websites through corrigendum and shall form an integral part of the Application documents. The relevant clauses of the Application Documents shall be treated as amended accordingly, in terms of corrigendum(s).
- 3.5.3** It shall be sole responsibility of the 'Bidder's to check websites mentioned above from time to time for any such amendments. The Authority shall not be responsible for any negligence on part of the 'Bidder'.

3.6 CONFIDENTIALITY

- 3.6.1** Information relating to the examination, clarification, evaluation and recommendation for the 'Bidder's shall not be disclosed to any person who is not officially concerned with the Application Process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Application Process.
- 3.6.2** The Authority will treat all information, submitted as part of the Application, in confidence and will require all those who have access to such material to treat the same in confidence.
- 3.6.3** The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

3.7 CORRESPONDENCE WITH THE 'BIDDER'

Save and except as provided in this Request for Proposal, the Authority shall not entertain any correspondence with any 'Bidder' in relation to acceptance or rejection of any Application.

3.8 RESPONSE

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of service projected in the enquiry may also be submitted along with the offer.

3.9 SELECTION OF 'BIDDER'

- 3.9.1** The evaluation of the Application (Part A) shall be done by the Bid Evaluation Committee comprising the following members:
- a. Chairperson – Member Secretary, Shillong Medical College Management Society
 - b. Member – Financial Advisor, Health & Family Welfare Department, Government of Meghalaya
 - c. Member – Representative (not below the rank of Joint Secretary) from the Department of Law, Government of Meghalaya
 - d. Member – Representative (not below the rank of Joint Secretary) from Finance Department, Government of Meghalaya
 - e. Member – Representative from Health Engineering Wing, not below the rank of Executive Engineer / equivalent
 - f. Member – Representative from Directorate of Health Services (Medical Education & Research), Government of Meghalaya
 - g. Member – Director, Shillong Medical College
 - h. Member – Medical Superintendent, MIMHANS
 - i. Member – Medical Superintendent, GDMCH Hospital
- 3.9.2** The Bid Evaluation Committee will evaluate the application and if required can seek clarification/comments for any deficiency or shortfall from the 'Bidder' on the Application.
- 3.9.3** The 'Bidder' shall respond to the clarification/comments sent by the Bid Evaluation Committee within one week from date of issuance of the same.
- 3.9.4** The Bid Evaluation Committee may reject the application, if in Committee's reasonable estimate on the 'Bidder' does not meet any eligibility or has not responded satisfactorily to the clarification sought.
- 3.9.5** The rejection by Bid Evaluation Committee shall be informed to 'Bidder' within two weeks from the date of receipt of response to clarification sought. Such rejections shall also be presented to the Bid Evaluation Committee for approval.
- 3.9.6** Once the Bid Evaluation Committee is satisfied with the application submitted by the 'Bidder' along with the response to the clarification (if any), will submit the application to the Member Secretary Shillong Medical College Society for final approval or rejection.
- 3.9.7** The 'Bidder' shall be informed about the final approval/rejection by the Bid Evaluation Committee of its application within two weeks from the date of receiving the evaluation report along with the application from Bid Evaluation Committee.

3.9.8 Upon selection of 'Bidder', a Letter of Award (LOA) shall be issued to the 'Selected Bidder' and subsequently an Agreement shall be signed between the 'Selected Bidder' and the Authority covering the provisions of this RFP.

3.9.9 If only a single responsive bid is received, the Tender Committee may, after due consideration, submit the proposal with its recommendations to the Government of Meghalaya for approval of the competent authority.

3.9.10 After acknowledgement of the LOA as aforesaid by the Selected 'Bidder'(s), it shall execute the Draft Agreement within the period prescribed by the Authority. The Selected 'Bidder'(s) shall not be entitled to seek any deviation in the Draft Agreement.

3.10 CONTACTS DURING APPLICATION EVALUATION

Applications shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of approval/ rejection to the 'Bidder's. While the Applications are under consideration, 'Bidder's and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/or their employees/representatives on matters related to the Applications under consideration.

3.11 FRAUD AND CORRUPT PRACTICES

3.11.1 The 'Bidder's and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Application Process and subsequent to the issue of the RFP and during the subsistence of the Draft Agreement. Notwithstanding anything to the contrary contained herein, or in the RFP or the Draft Agreement, the Authority shall reject an Application, withdraw the RFP, or terminate the Draft Agreement as the case may be, without being liable in any manner whatsoever to the 'Bidder's, as the case may be, if it determines that the 'Bidder's, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Application Process. In such an event, the Authority shall disqualify the 'Bidder', without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

3.11.2 Without prejudice to the rights of the Authority under Clause 3.11 hereinabove and the rights and remedies which the Authority may have under the RFP or the Draft Agreement, if a 'Bidder's, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Application Process, or after the issue of the RFP or the execution of the Draft Agreement, such applications shall be rejected and the 'Bidder's shall not be eligible to participate in any RFP or RFP issued by the Authority during a period of 2 (two) years from the date such 'Bidder's, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

3.11.3 For the purposes of this Clause 3.11, the following terms shall have the meanings hereinafter respectively assigned to them:

3.11.3.1 “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Application Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Application Process or the LOA or has dealt with matters concerning the Draft Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Application Process);

3.11.3.2 “Fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Application Process.

3.11.3.3 “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Application Process.

3.11.3.4 “Undesirable practice” means-

- (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
- or
- (ii) having a Conflict of Interest

3.11.3.5 “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among ‘Bidder’s with the objective of restricting or manipulating a full and fair competition in the Application Process.

3.12 MISCELLANEOUS

3.12.1 The Bid Process shall be governed by and construed in accordance with the laws of India, and the courts at Shillong, Meghalaya shall have exclusive jurisdiction over all disputes arising under, pursuant to, or in connection with the Bid Process.

3.12.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. suspends and/or cancel the Bid Process and/or amend and/or supplement the Bid Process or modify the dates or other terms and conditions relating thereto;
- b. consult with any Bidder in order to receive clarification or further information;

- c. retain any information and/or evidence submitted to the Authority by, on behalf of, and/or in relation to any Bidder; or
- d. independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

3.12.3 It shall be deemed that, by submitting the Bid, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith, and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

SECTION-4: ANNEXURES

PART-A: FORMAT-I (ON THE LETTER HEAD OF APPLICANT)**From:** _____
_____**To:** The Member Secretary,
Shillong Medical College Management Society
Meghalaya, Pasteur Hills, Shillong**Sub: Request for Proposal (RFP) for selection of architectural consultant for preparation of a detailed project report (DPR) for development of new building infrastructure for Shillong Medical College (SMC).**

Sir,

Pursuant to the RFP on the subject above, issued by your organization vide NIT No..... , I/ we hereby submit our application for your consideration. I/we have thoroughly read and understood the instructions in the offer document, standard terms and conditions of the contract of the Authority, submission of application will not devolve any right on us to be considered for selection.

In the event of our application being accepted, I/we agree to execute the contract/agreement with Shillong Medical College Management Society/Authority as per the terms, conditions, and timelines mentioned in the Letter of Award/Agreement.

End: As per Terms of the RFP document.

Yours faithfully,

Date: (Name & designation of the person signing with office seal)

PART-A: FORMAT-II (On the letter head of applicant)

BRIEF COMPANY PROFILE

Sl. No.	Particulars	Details
1.	Name & Address of the applicant (as given in registration document)	
2.	PAN No. / GST Registration No.	
3.	Telephone Nos.	Landline: Cell Phone:
4.	Email ID	
5.	Fax	
6.	URL of website (if any)	
7.	Please mention whether RFP is submitted by an Architect / Partnership Firm	
8.	Year of establishment and commencement of business	
9.	Legal status of the applicant	<i>(Attach copies of registration of the Firm / Company)</i>
10.	Details of Board of Directors / Partners / Key Officials	
11.	Name & Designation of individuals authorized to act for the organization	
12.	Total No., Name & professional details of professional staff (In-house). <i>(Please submit their CVs indicating their qualification, experience, and awards in the relevant field)</i>	
13.	Has the applicant or any constituent partner (in case of partnership firm) ever been debarred / blacklisted for competing in any organization at any time? If so, give details.	
14.	Has the applicant or any constituent partner (in case of partnership firm) ever been convicted by a court of law? If so, give details.	
15.	Any other information considered necessary but not included above	
16.	Address of local office in Shillong (Meghalaya), if available	

(Add separate sheets is space not sufficient)

Signature of Applicant

Name & designation of the person signing with office seal

PART-A: FORMAT-III (ON THE LETTER HEAD OF APPLICANT)

DECLARATION

I hereby submit the following documents in support of eligible projects for which comprehensive architectural services have been provided by me/us.

1. Project summary with photographs:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
2. Project name, location & brief description:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
3. Project owner / Name of Client:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
4. Work Orders / Agreement Nos. and fees received thereon:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
5. Date of commencement and completion of the projects:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
6. List of key buildings in the projects:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No
7. Scope of Services in these projects:
 - a) Project-I: Yes / No
 - b) Project-II: Yes / No

References, if any (name, title, telephone number / email):

.....

I have also enclosed the following documents:

8. Submission of mandatory Experience Certificate issued by Client for having provided above services – Yes / No
9. Certified copy of Citation / Award / Official announcement in press – Yes / No
10. Copy of certificate for use of Green Technologies / Energy-efficient features, etc. – Yes / No
11. Certified copy of Partnership Deed as per laid down criteria of registration, experience, turnover, awards, etc. – Yes / No
12. Income Tax Returns for three years as required – Yes / No
13. Audited Balance Sheets for three years as required – Yes / No
14. Notarized Power of Attorney, if applicable – Yes / No
15. Declaration of Authenticity:

I confirm that each statement and/or contents of this submission and/or documents, certificates submitted herewith are absolutely true, correct, and authentic. In the event of any statement/document subsequently turning out to be incorrect or false, it is understood and accepted that the undersigned is liable to disqualification from this selection process.

Yours faithfully,

Date: _____

(Name & Designation of the person signing with office seal)

Signature & Seal: _____

FORMAT-IV: FINANCIAL BID (PRICE BID)

From:

To: The Member Secretary
Shillong Medical College Management Society
Meghalaya, Pasteur Hills, Shillong

Sub: Request for Proposal (RFP) for selection of architectural consultant for preparation of a detailed project report (DPR) for development of new building infrastructure for Shillong Medical College (SMC).

Sir,

1. We refer to your Notice Inviting Tender No.....
2. We have read the requirement and have understood them fully.
3. We further understand that payment of consultancy fee shall be released strictly in accordance with the milestones and terms stipulated in the RFP/Agreement.
4. The quoted Fee towards Comprehensive Architectural & Engineering Consultancy services as per the scope defined in the RFP document is as under:

S. No	Description of work	Quantity	Unit	Total amount of consultancy charges quoted
1	Professional fee (Consultancy charges) for preparation of a detailed project report (DPR) for development of new building infrastructure for Shillong Medical College.	1	Job

We offer to perform the works described above in accordance with the Conditions of the RFP at Rs. -----
-- (In figures) and Rupees- ----- (In words). Our offered cost is inclusive of all charges, costs, taxes, levies, overheads, profit, and GST.

This Bid, together with the Letter of Award and the formal Agreement to be executed between the Selected Bidder and the Authority, shall govern the contractual relationship between the parties. We understand that you are not bound to accept the lowest or any Bid you receive.

Note:

- Before quoting the fee, the applicant shall visit and inspect the project site/campus and make its own assessment of the scope and conditions of the project.
- Fee quoted by the bidder shall be inclusive of all costs, profit, overheads, taxes, levies, and GST.
- TDS and other statutory deductions will be applicable against the payment.

Yours faithfully,

Date:

(Name & designation of the
person signing with office seal)